

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
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In Reply Refer To:
1315 (BC-610) **P**
1520 (BC-680)

October 1, 1997

Instruction Memorandum No. BC-98-001
Expires 09/30/98

To: All Field Officials

From: Director, National Business Center

Subject: BLM Vehicles/Equipment Use and Fixed Ownership Rates
for FY 1998

The Working Capital Fund (WCF), FY 1998, Use and Fixed Ownership Rates (FOR) for BLM owned vehicles/equipment are furnished as Attachment 1. These rates have been entered into the Automated Fleet Management System (AFMS) MV-Class Table, and will be used to calculate charges beginning with October's usage. This table also shows replacement standards, recommended monthly use, and other data elements used by the AFMS. The MV-Class Table is the official Bureau expression of the policies and procedures reflected by that data.

An explanation of all the data elements on the MV-Class Table may be found in BLM Handbook 1525-2. Copies of the MV-Class Table may be obtained using an AFMS Logical Identifier and password, by selecting the option "Request MV-Class Table Report."

Effective immediately, the following new fire classes (project numbers) have been added to the WCF in the Federal Financial System (FFS) and AFMS:

<u>Class</u>	<u>Description</u>
0612	Trailer, Low-bed, Gooseneck, 30 to 50 Ton Capacity
0616	Tractor, Full-Track, with dozer blade and accessories, 120 to 185 HP
0692	MV-Truck Tractor, DED, Tandem Axle, With Trailer Towing Equipment

Those vehicles that were previously identified for inclusion in the above classes will be transferred to the new classes in the AFMS and the Fixed Assets Subsystem. Vehicles in these classes must have at least 51 percent of their standard costs centers charged to fire pre-suppression. Field offices need to immediately order new credit cards for those vehicles that have a change in their vehicle class number.

With the exception of law enforcement vehicles, the use rates for general purpose vehicles include a surcharge. The Department of the Interior, Office of the Secretary, is assessing DOI bureaus and offices a pro-rata surcharge for each vehicle in their fleet to pay for the higher cost of acquiring Departmental alternative fueled vehicles (AFV's), e.g., electric and compressed natural gas. The

surcharge is an attempt to remove the economic barriers for bureaus/offices to participate in this mandatory program. In Washington, D.C. and other base metropolitan areas, the National Park Service and U.S. Fish and Wildlife Service will be the predominant users of AFV's. This will alleviate the burden of the BLM and other bureaus/offices placing AFV's in less than amenable locations. All BLM offices should participate in the flexi-fuel and other AFV programs when practical, which will allow a portion of the surcharge to be returned to BLM for use in paying for the additional cost of acquiring an AFV.

Every effort is made to calculate use rates using solid cost accounting principles and accurate financial data that will compare favorably with industry and GSA rates. Several factors have caused distortions in the calculations of use rates:

1. When usage is not reported or under-reported in the AFMS, this results in decreased revenue to the WCF to cover operating costs, which results in increased rates. When odometers or hour meters in field offices are compared to figures reported in the AFMS, significant under-reporting is frequently discovered. Field managers need to stress the importance of accurate reporting of use to help hold use rates down.
2. Frequently vehicle operating/repair costs are charged to the wrong vehicle class (project number). Failure to use correct vehicle class numbers for WCF purchases can result in the setting of an artificially high or low use rate for a specific vehicle class. Former and therefore now incorrect project numbers are often used after a vehicle was transferred to a different class (e.g., many class 0164 vehicles were transferred to class 0169, but the costs for these vehicles continued to be charged to class 0164 rather than to 0169). Personnel making purchases charged to the WCF must verify that the correct vehicle class/project number is used as part of the cost structure.
3. Non-authorized costs are frequently charged to the WCF, which also contributes to higher use rates. One particular area of concern is repair costs for special purpose vehicles. The use rate on special purpose vehicles only covers fuel and engine oil changes. It does not cover any repair costs, which need to be charged to the benefitting program. Special purpose vehicles are almost always older vehicles that exceed BLM life standards, and frequently incur higher than normal repair costs. In order to keep the use rates reasonable, the policy was established that offices that decide to use special purpose vehicles will accept the risk of incurring higher repair costs. This provides an incentive to management to dispose of special purpose vehicles with unacceptably high repair costs.

The four major groups of BLM vehicles/equipment in the WCF for replacement funding and the periods that FOR is charged are as follows:

<u>Group</u>	<u>Usage Period that FOR is Charged</u>
General Purpose Vehicles	October - September (12 months)
Fire Equipment	May - September (5 months)
Oregon Motor Vehicles and Equipment -Pilot Program (except Class 0749)	October - September (12 months)
Miscellaneous Equipment (Classes 0430, 0431, 0432, 0433, 0434, and 0831 only)	October - September (12 months)

The FOR month column on Attachment 1 and the MV-Class Table indicate the monthly rate charged during each of the above group's usage period. There will be no FOR charged for fire equipment during those months outside of the 5-month usage period. Outside of the FOR charging period, only the use rate will be charged. Construction, some miscellaneous equipment, special purpose vehicles and equipment, and general purpose class 0184 show "N/A" for monthly rate and months charged, since they are charged only a use rate. The use rate on Attachment 1 and the MV-Class Table indicates the charges for each unit of usage (miles or hours) regardless of whether the FOR period is in effect.

All BLM vehicles/equipment must be reported every month, regardless of use or FOR period. Utilization is reported through the AFMS Monthly Utilization Reporting screen. If the use was zero for the month, the entry should indicate zero.

Charges for all vehicles/equipment in the AFMS (except fire vehicles) are distributed entirely to the activities entered by field offices as "standard cost centers" and/or "exception cost centers." If no exceptions are entered, all of the month rate and use rate charges are divided among the standard cost centers according to their associated percentages. If exception cost centers are entered, they are charged the exact cost based on the miles or hours of actual use (i.e., use rate plus a prorated portion of the FOR). Any miles or hours not accounted for by the exception usage are divided among the standard cost centers by percentage.

All vehicle classes in the 0600 fire series plus classes 0925 and 0926, Unimog Tractor, are subject to a 400 mile/25 hours per month minimum utilization standard during the five months FOR payments are made. If the vehicle/equipment is used less than 400 miles/25 hours, a proportionate amount of the FOR, based on actual use, will be charged to the exception and/or standard cost centers and the remaining proportionate share of the FOR will be automatically charged to new program 281096 (program 281296 is no longer valid beginning in FY98). Use of 400 miles/25 hours or more will result in the FOR being distributed as described in the preceding paragraph.

Questions concerning the financial aspects of this memorandum may be directed to Michael Kluherz, Working Capital Fund Manager, Financial Services Team (BC-612), on (303) 236-6325. Questions concerning the property aspects including the AFMS may be directed to Thomas Jatko, Equipment Specialist, Property Operations/Systems Team (BC-680A), on (303) 236-9456. Questions concerning the Department imposed AFV surcharge may be directed to Robert Donelson, Property Officer, Property & Acquisition Group (WO-850), on (202) 208-5190.

Signed:
Roy E. Morris
Director, National Business Center

Authenticated:
Babette Larson
Staff Assistant

1 Attachment

1 - FY 1998 WCF Use and Fixed Ownership Rates (6 pp)

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FY 1998 WCF USE AND FIXED OWNERSHIP RATES

<u>VEHICLE CLASS</u>	<u>PROPERTY CLASS</u>	<u>VEHICLE AND EQUIPMENT DESCRIPTION</u>	<u>USE RATE</u>	<u>UNIT- MILES/ HOURS</u>	<u>FOR</u>	<u>MONTHS CHARGED</u>	<u>REPLACE- MENT YEARS</u>
4 x 2 GENERAL PURPOSE MOTOR VEHICLES							
0140	231400	MV-Truck, 4 X 2, up to 5,499 GVWR-----	.20	M	130	12	6
0141	231410	MV-Truck, 4 x 2, 5,500 to 6,599 GVWR-----	.19	M	161	12	6
0142	231420	MV-Truck, 4 x 2, 6,600 to 7,499 GVWR-----	.19	M	158	12	6
0143	231430	MV-Truck, 4 x 2, 7,500 to 8,599 GVWR-----	.22	M	198	12	6
0145	231450	MV-Truck, 4 x 2, 6,000 to 8,499 GVWR, GED, PET-----	.19	M	213	12	4
0146	231460	MV-Carryall, 4 x 2, up to 6,199 GVWR-----	.16	M	214	12	6
0147	231470	MV-Carryall, 4 x 2, 6,200 and over GVWR-----	.17	M	246	12	6
0171	231710	MV-Truck, 4 x 2, 12,500 to 16,999 GVWR, GED-----	.30	M	287	12	7
0172	231720	MV-Truck, 4 x 2, 12,500 to 16,999 GVWR, DED-----	.30	M	225	12	10
0175	231750	MV-Truck, 4 x 2, 17,000 to 23,999 GVWR, GED-----	.35	M	240	12	10
0176	231760	MV-Truck, 4 x 2, 17,000 to 23,999 GVWR, DED-----	.30	M	251	12	10
0181	231810	MV-Truck, 4 x 2, 24,000 and over GVWR, GED-----	.53	M	370	12	10
0182	231820	MV-Truck, 4 x 2, 24,000 and over GVWR, DED-----	.51	M	335	12	12
MULTI-DRIVE GENERAL PURPOSE VEHICLES							
0160	231600	MV-Truck, 4 x 4, up to 5,499 GVWR-----	.22	M	175	12	6
0161	231610	MV-Truck, 4 x 4, 5,500 to 6,599 GVWR-----	.19	M	164	12	6
0162	231620	MV-Truck, 4 x 4, 6,600 to 7,499 GVWR-----	.28	M	211	12	6
0163	231630	MV-Truck, 4 x 4, 7,500 to 8,599 GVWR-----	.31	M	201	12	6
0164	231640	MV-Truck, 4 X 4, Law Enforcement-----	.22	M	389	12	*4
0165	231650	MV-Truck, 4 X 4, PET-----	.22	M	239	12	4
0166	231660	MV-Carryall, 4 X 4, 7,200 and over GVWR-----	.22	M	278	12	6
0167	231670	MV-Carryall, 4 X 4, 6,000 to 7,199 GVWR-----	.18	M	276	12	6

FY 1998 WCF USE AND FIXED OWNERSHIP RATES

<u>VEHICLE CLASS</u>	<u>PROPERTY CLASS</u>	<u>VEHICLE AND EQUIPMENT DESCRIPTION</u>	<u>USE RATE</u>	<u>UNIT- MILES/ HOURS</u>	<u>FOR</u>	<u>MONTHS CHARGED</u>	<u>REPLACE- MENT YEARS</u>
0168	231680	MV-Carryall, 4 x 4, up to 5,999 GVWR-----	.16	M	220	12	6
0169	231690	MV-Carryall, 4 x 4, Law Enforcement-----	.21	M	433	12	*4
0170	231700	MV-Truck, 4 x 4, 8,600 to 12,499 GVWR-----	.24	M	243	12	6
0174	231740	MV-Truck, 4 x 4, 12,500 to 16,999 GVWR, DED-----	*****	M	***	12	12
0178	231780	MV-Truck, 4 x 4, 17,000 to 23,999 GVWR, DED-----	.40	M	285	12	12
0179	231790	MV-Truck, 4 x 4, 24,000 and over GVWR, DED-----	.53	M	439	12	12
0183	231830	MV-Truck, 6 x 4, 34,000 and over GVWR, DED-----	.35	M	503	12	12
SPECIAL PURPOSE MOTOR VEHICLES AND EQUIPMENT							
0332	233320	MV-Bus, Special Purpose, 12 or more-----	.50	M	N/A	N/A	N/A
0341	233410	MV-Truck, 4 x 2, Special Purpose, up to 5,999 GVWR-----	.11	M	N/A	N/A	N/A
0342	233420	MV-Truck, 4 x 2, Special Purpose, 6,000 to 8,499 GVWR-----	*****	M	N/A	N/A	N/A
0343	233430	MV-Truck, 4 x 2, Special Purpose, 8,500 to 12,499 GVWR-----	.22	M	N/A	N/A	N/A
0361	233610	MV-Truck, 4 x 4, Special Purpose, up to 5,999 GVWR-----	*****	M	N/A	N/A	N/A
0362	233620	MV-Truck, 4 x 4, Special Purpose, 6,000 to 8,499 GVWR-----	.17	M	N/A	N/A	N/A
0363	233630	MV-Truck, 4 X 4, Special Purpose, 8,500 to 12,499 GVWR-----	.18	M	N/A	N/A	N/A
0365	423650	MV-Dragon Wagon, 8 x 8, Articulated, DED-----	*****	H	N/A	N/A	N/A
0371	233710	MV-Truck, 4 x 2, Special Purpose, 12,500 to 23,999 GVWR, GED-----	.40	M	N/A	N/A	N/A
0372	233720	MV-Truck, 4 x 2, Special Purpose, 12,500 to 23,999 GVWR, DED-----	.27	M	N/A	N/A	N/A
0373	233730	MV-Truck, 4 x 4, Special Purpose, 12,500 to 23,999 GVWR, GED-----	*****	M	N/A	N/A	N/A
0374	233740	MV-Truck, 4 x 4, Special Purpose, 12,500 to 23,999 GVWR, DED-----	.65	M	N/A	N/A	N/A
0381	233810	MV-Truck, 4 x 2, Special Purpose, 24,000 and over GVWR, GED-----	1.12	M	N/A	N/A	N/A
0382	233820	MV-Truck, 4 x 2, Special Purpose, 24,000 and over GVWR, DED-----	1.80	M	N/A	N/A	N/A
0383	233830	MV-Truck, 4 x 4 - 6 x 6, Special Purpose, 24,000 and over GVWR, GED-----	.31	M	N/A	N/A	N/A

FY 1998 WCF USE AND FIXED OWNERSHIP RATES

<u>VEHICLE CLASS</u>	<u>PROPERTY CLASS</u>	<u>VEHICLE AND EQUIPMENT DESCRIPTION</u>	<u>USE RATE</u>	<u>UNIT-MILES/HOURS</u>	<u>FOR</u>	<u>MONTHS CHARGED</u>	<u>REPLACE-MENT YEARS</u>
0384	233840	MV-Truck, 4 x 4 - 6 x 6, Special Purpose, 24,000 and over GVWR, DED-----	.85	M	N/A	N/A	N/A
0388	383880	MV-Miscellaneous Equipment, Special Purpose-----	10.00	H	N/A	N/A	N/A
FIRE MOTOR VEHICLES AND EQUIPMENT							
0612	236122	Trailer, Low-bed, Gooseneck, 30 to 50 Ton Capacity-----	.15	M	523	5	20
0616	386160	Tractor, Full-Track, with dozer blade and accessories, 120 to 185 HP-----	17.46	H	2435	5	15
0631	396310	Forklift, Fire Support Only-----	6.86	H	497	5	15
0640	236400	MV-Fire Truck, 4 x 2, 6,000 to 6,999 GVWR-----	*****	M	***	5	
0641	236410	MV-Fire Truck, 4 x 2, 7,000 to 8,499 GVWR-----	*****	M	***	5	
0642	236420	MV-Fire Truck, 4 x 2, 8,500 to 10,099 GVWR-----	*****	M	***	5	
0643	236430	MV-Fire Truck, 4 x 2, 10,100 to 12,499 GVWR-----	*****	M	***	5	
0644	236440	MV-Fire Truck, 4 x 2, 12,500 to 23,999 GVWR, GED-----	*****	M	***	5	8
0645	236450	MV-Fire Truck, 4 x 2, 12,500 to 23,999 GVWR, DED-----	*****	M	***	5	
0646	236460	MV-Fire Truck, 4 x 2, 24,000 to 29,999 GVWR, GED-----	*****	M	***	5	
0647	236470	MV-Fire Truck, 4 x 2, 24,000 to 29,999 GVWR, DED-----	*****	M	***	5	
0648	236480	MV-Fire Truck, 4 x 2, 30,000 and over GVWR, GED-----	*****	M	***	5	
0649	236490	MV-Fire Truck, 4 x 2, 30,000 and over GVWR, DED-----	*****	M	***	5	
0660	236600	MV-Fire Truck, 4 x 4, 6,000 to 6,999 GVWR, GED-----	*****	M	***	5	
0661	236610	MV-Fire Truck, 4 x 4, 7,000 to 8,499 GVWR, GED-----	*****	M	***	5	
0662	236620	MV-Fire Truck, 4 x 4, 8,500 to 10,099 GVWR, GED-----	*****	M	***	5	
0663	236630	MV-Fire Truck, 4 x 4, 10,100 to 16,999 GVWR, DED-----	.67	M	1838	5	8
0664	236640	MV-Fire Truck, 4 x 4 - 6 x 6, 17,000 to 23,999 GVWR, DED-----	*****	M	****	5	12
0665	236650	MV-Fire Truck, 4 x 4 - 6 x 6, Model 14, 24,000 to 31,999 GVWR, DED-----	.53	M	2917	5	12
0666	236660	MV-Fire Engine, 4 x 4 - 6 x 4, 24,000 to 34,499 GVWR, GED-----	5.77	M	2379	5	7

FY 1998 WCF USE AND FIXED OWNERSHIP RATES							
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0667	236670	MV-Fire Engine, 4 x 4 - 6 x 4, 24,000 to 34,499 GVWR, DED-----	1.07	M	2379	5	12
0668	236680	MV-Fire Engine, 4 x 4 - 6 x 4, 34,500 and over GVWR, GED-----	*****	M	****	5	15
0669	236690	MV-Water Tender, 4 x 4 - 6 x 4, 34,500 and over GVWR, DED-----	.68	M	2304	5	15
0670	235700	MV-Fire Truck, 4 x 4, RAWS-----	.60	M	1190	5	2
0692	236920	MV-Truck Tractor, DED, Tandem Axle, With Trailer Towing Equipment-----	.74	M	1184	5	15
0925	249250	Tractor, Unimog-----	85.45	H	2991	5	15
0926	249260	Tractor, Unimog MDL U2100-----	19.58	H	4012	5	15
OREGON MOTOR VEHICLES AND EQUIPMENT (PILOT PROGRAM)							
0712	237122	Trailer, Low-bed-----	.15	M	251	12	14
0715	237152	Trailer, Belly Dump-----	.20	M	160	12	20
0716	247160	Tractor Crawler, 100 - 189 HP-----	17.46	H	1015	12	15
0717	247170	Tractor Crawler, 190 - 249 HP-----	18.50	H	1165	12	15
0718	247180	Tractor Crawler, 250 and over HP-----	10.16	H	441	12	15
0723	247230	Tractor, Agriculture, up to 59 HP-----	5.50	H	194	12	15
0724	247240	Tractor, Brushcutter-----	30.88	H	310	12	12
0727	247270	Tractor, Agriculture, 60 and over HP-----	4.90	H	323	12	15
0730	397300	Forklift Truck, Oregon only-----	*****	H	***	12	18
0742	387420	MV-Grader, Motorized, DED-----	17.60	H	876	12	12
0744	387440	Loader, Tractor, Wheeled, 4 x 2, with backhoe-----	19.15	H	223	12	15
0745	387450	Loader, Tractor, Wheeled, 4 x 4, with backhoe-----	15.28	H	321	12	12
0746	387460	Loader, Tractor, Wheeled, 4 x 4, Articulated, DED-----	20.96	H	581	12	12
0747	387470	Roller, Road, DED-----	36.00	H	410	12	15
0749	387490	Spreader, DED-----	30.20	H	N/A	N/A	N/A

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0750	387500	Excavator-----	14.94	H	1027	12	12
0782	237820	MV-Truck, 4 x 2, 24,000 and over GVWR, DED-----	*****	H	****	12	15
0784	237840	MV-Truck, 4 x 4 - 6 x 6, 24,000 and over GVWR, DED-----	1.09	H	539	12	12
0792	237920	MV-Truck Tractor, DED-----	.74	H	494	12	15
CONSTRUCTION AND MISCELLANEOUS EQUIPMENT							
0112	231122	Trailer, Low-bed-----	.15	M	N/A	N/A	N/A
0114	231142	Trailer, Tilt-bed-----	.20	M	N/A	N/A	N/A
0115	231152	Trailer, Belly Dump-----	.20	M	N/A	N/A	N/A
0132	231320	MV-Bus, 12 or more Passenger-----	.60	M	N/A	N/A	N/A
0177	231770	MV-Truck, 4 x 2, Dump Truck, DED-----	.59	M	N/A	N/A	N/A
0184	231840	MV-Truck, 6 x 4, Dump Truck, DED-----	.78	M	N/A	N/A	N/A
0192	231920	MV-Truck Tractor, DED-----	.84	M	N/A	N/A	N/A
0430	394300	Forklift Truck, up to 5,999 GVWR-----	14.61	H	120	12	18
0431	394310	Forklift Truck, 6,000 and over GVWR-----	13.32	H	191	12	18
0432	394320	Forklift Truck, Rough Terrain, up to 5,999 GVWR-----	3.88	H	166	12	18
0433	394330	Forklift Truck, Rough Terrain, 6,000 and over GVWR-----	5.15	H	237	12	18
0434	394340	Forklift, Electric-----	2.23	H	124	12	18
0485	174850	Aircraft Support Vehicle, 4 x 4-----	1.82	H	N/A	N/A	N/A
0831	238310	MV-Snow Machine, two or more tracks-----	30.30	H	440	12	15
0835	388350	Crane, Power-----	26.00	H	N/A	N/A	N/A
0842	388420	MV-Grader, Motorized-----	25.29	H	N/A	N/A	N/A
0843	388430	Grader Types IV or V-----	15.23	H	N/A	N/A	N/A
0844	388440	Loader, Tractor, Wheeled, 4 x 2, with backhoe-----	19.15	H	N/A	N/A	N/A

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0845	388450	Loader, Tractor, Wheeled, 4 x 4, with backhoe-----	8.32	H	N/A	N/A	N/A
0846	388460	Loader, Tractor, Wheeled, 4 x 4, Articulated, DED-----	26.78	H	N/A	N/A	N/A
0847	388470	Roller, Road, DED-----	*****	H	N/A	N/A	N/A
0849	388490	Spreader, DED-----	*****	H	N/A	N/A	N/A
0915	249150	Tractor Crawler, 30-99 HP-----	12.94	H	N/A	N/A	N/A
0916	249160	Tractor Crawler, 100-189 HP-----	26.00	H	N/A	N/A	N/A
0917	249170	Tractor Crawler, 190-249 HP-----	24.31	H	N/A	N/A	N/A
0918	249180	Tractor Crawler, 250 and over HP-----	*****	H	N/A	N/A	N/A
0923	249230	Tractor, Wheeled with attachments, Agricultural-----	19.98	H	N/A	N/A	N/A
0924	249240	Tractor, Wheeled with scraper, DED-----	38.79	H	N/A	N/A	N/A
0927	246270	Tractor, Wheeled with attachments, Agricultural over 60 PTO-----	4.90	H	N/A	N/A	N/A

*60,000 miles replacement criteria for all Law Enforcement Vehicles